

Instructor Examinations Conducted by Traffic Violator Schools

Issue Date: October 2, 2006

New Information

Effective October 1, 2006, the Department of Motor Vehicle's (DMV) will no longer administer the written examination for Traffic Violator School (TVS) instructors at the field offices. The exam will be administered to prospective instructors by the TVS owner, operator, or designated representative.

Completing and Mailing Applications

An application for TVS instructor is valid for 12 months from the application date. The TVS owner or operator must certify under penalty of perjury on the Application for Instructor's License Traffic Violator School (OL 710) that an instructor has passed the written exam. Specific instructions for completing and mailing the completed application to the Occupational Licensing (OL) Unit in Sacramento are included on the checklist.

To expedite the issuance of the instructor license, mail completed applications with the fee(s) directly to the OL Unit at:

Department of Motor Vehicles
Occupational Licensing Unit
P.O. Box 932342 MS L224
Sacramento, CA 94232-3420

Issuance of Licenses/Temporary Permits

TVS instructor licenses or temporary permits will be issued within 10 business days after receipt of completed applications. The license or temporary permit will **only** be issued by the OL Unit in Sacramento. If you do not receive a temporary license or permit and the applicant has not received notification from the OL Unit that he or she is not qualified, the employer should contact the OL Unit at (916) 229-3127.

Incomplete Applications

All incomplete TVS instructor applications held by TVS field offices will be forwarded to the OL Unit after September 30, 2006. For assistance in completing an incomplete application, the TVS owner, operator, or designated representative must contact the OL Unit at (916) 229-3127.

Written Examinations

The OL Unit will automatically mail an initial supply of 20 exams to each Traffic Violator School. The exam consists of 50 questions. A perforated answer sheet is attached to each exam and must be removed by the owner, operator, or designated representative prior to administering the exam.

- An applicant has 45 minutes to complete the exam.

- A passing score is 40 or more correct answers.
- The exam administrator must use the corresponding answer strip and mark any incorrect answers when correcting the exam.
- The exam administrator **must** collect the exam once the applicant has completed the exam process.
- All completed written exams and corresponding answer strips must be retained by the TVS for three years.

The exam questions and answers are solely for use by the TVS owner, operator, or designated representative in administering the exam and must not be distributed or shared with any other person. The TVS owner, operator, or designated representative must take reasonable precautions to secure the exam questions and answers and shall not allow the questions or answers to be copied or reproduced in any manner.

Review Process/Reexaminations

Applicants are eligible to review the written exam after it has been corrected.

- The exam administrator **must** be present during the review process.
- The exam **must** be collected once the applicant has completed the review process.
- Although current exams state a waiting period of one week is required, a waiting period is no longer required before a reexamination can be administered. Exams will reflect this change once current inventory is exhausted.
- There is no limitation on the number of exams that can be administered to a candidate. After three unsuccessful attempts, the test administrator should encourage the applicant to study before any future attempts.

Ordering Written Examinations

Requests will only be accepted on the authorized form. Submit reorder requests using the attached Traffic Violator School Instructor Written Test Order Form (OL 856) which must be signed and submitted by the TVS owner. The OL 856 is available online or upon request from the OL Unit in Sacramento. DMV field offices will **not** stock the OL 856.

There is a limit of 20 exams per request. Orders will be shipped within four to six weeks of the request date to the TVS address of record by courier service. Someone must be present to receive and sign for the shipment. The TVS owner must take reasonable precautions to secure the exams received.

Requests may be submitted by mail to:

Department of Motor Vehicles
Occupational Licensing Unit
P.O. Box 932342 MS L224
Sacramento, CA 94232-3420
or
Fax (916) 229-4729

Background

Currently, applicants for TVS instructor license must take the written exam at designated DMV field offices. Regulations were amended in June 2006 to allow Traffic Violator Schools to administer the TVS instructor exam. Additional information regarding TVS requirements and fees can be found online in the *Traffic Violator School Program Handbook* at www.dmv.ca.gov/vehindustry/ol/tvschool.htm.

Distribution

Notification that this memo is available online at www.dmv.ca.gov/pubs/olin/olin.htm was made via e-mail alert in October 2006 to Traffic Violator Schools.

Contact

Direct any questions you may have to the Occupational Licensing Unit at (916) 229-3127.

A handwritten signature in black ink, appearing to read 'Mary Garcia', with a stylized, cursive script.

MARY GARCIA, Chief
Occupational Licensing

Attachments

**APPLICATION FOR INSTRUCTOR'S LICENSE
TRAFFIC VIOLATOR SCHOOL (TVS)**

Fee—\$31.00 (Non Refundable)

FOR DEPARTMENTAL USE	
OL NUMBER	
DATE PERMIT ISSUED	DATE PERMIT EXPIRES
TOTAL FEE	RECEIPT NUMBER
ISSUED BY	

SECTION 1: TYPE OF APPLICATION — Check one box.

☐ ORIGINAL

☐ ADDITIONAL

☐ REINSTATEMENT

SECTION 2: APPLICANT INFORMATION — Type or Print YOUR TRUE FULL NAME

NAME (LAST, FIRST, MIDDLE)

MAILING ADDRESS (NUMBER AND STREET)

CITY

STATE

ZIP CODE

RESIDENCE ADDRESS (NUMBER AND STREET)

CITY

STATE

ZIP CODE

IF APPLYING FOR AN ADDITIONAL LICENSE, LIST CURRENT TVS INSTRUCTOR'S LICENSE NUMBER

SECTION 3: EMPLOYING LICENSEE'S CERTIFICATION(S)

SCHOOL NAME (DBA)

LICENSE NUMBER

MAILING ADDRESS (NUMBER AND STREET)

CITY

STATE

ZIP CODE

Original and Reinstatement Applications Only — Written Examination Certification

I certify that I am the owner, operator or designated representative of the employing licensee named herein. I further certify that the licensee named herein has been administered and successfully passed a written examination in accordance with Section 345.07 of Title 13 of the California Code of Regulations and Section 11206 of the California Vehicle Code.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

OWNER, OPERATOR OR DESIGNATED REPRESENTATIVE SIGNATURE

DATE

X

Employment Certification

I certify that I am the owner and/or operator of the employing licensee named herein. It is my intention to employ the above named applicant when he/she receives a temporary permit or license from the Department of Motor Vehicles.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

OWNER/OPERATOR NAME (PLEASE PRINT)

☐ OWNER ☐ OPERATOR

EXECUTED AT (CITY)

STATE

DATE

OWNER/OPERATOR SIGNATURE

X

SECTION 4: APPLICANT CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED AT (CITY, STATE)

DATE

SIGNATURE

X



OL NUMBER

TRAFFIC VIOLATOR SCHOOL—INSTRUCTOR CHECKLIST

NAME		DATE
STREET	DL NUMBER	EXPIRATION DATE
CITY	ZIP	TELEPHONE NUMBER ()

REQUIRED FORMS AND DOCUMENTS

REQUIREMENTS	INSTRUCTIONS
Fee: \$31.00	Make check or money order payable to DMV.
Application for Instructor's License (OL 710)	The application must be completed in its entirety and signed. Incomplete applications will be returned.
Personal History Questionnaire (OL 29)	If you answered "yes" to questions #10 or #11, Occupational Licensing must request and review all convictions listed on your application. You may provide certified copies of these documents with your application to expedite the review process; however, the department may take up to 120 days to notify you of their decision.
Request for Live Scan Service (DMV 8016)	Submit the yellow copy of DMV 8016 with this application. Required for "Original" applications or "Reinstatement" applications if over 3 years.
Proof of High School Grad. or Equiv.	Copy required for "Original" or "Reinstatement" applications only.
Letters of Employment acknowledgement from each school.	Required for "Additional" applications only.

When application is **COMPLETE**, send application documents and fee with this checklist to the Occupational Licensing Unit, P.O. Box 932342, Sacramento, CA 94232-3420.

The Occupational Licensing Unit will either send original or reinstatement licenses to the employing school or notify the applicant that he or she is not qualified. If a license or temporary permit is not received after ten business days, the employer should call the Occupational Licensing Unit at (916) 229-3127.





TRAFFIC VIOLATOR SCHOOL INSTRUCTOR WRITTEN TEST ORDER FORM

INSTRUCTIONS:

- Please print in black ink or type.
- Completed order forms may be mailed or faxed to DMV at the address or fax number listed below:

Department of Motor Vehicles
Occupational Licensing Unit
P.O. Box 932342, MS L 224
Sacramento, CA 94232-3420
Fax: (916) 229-4729

Please send _____ Traffic Violator School Instructor Written Tests to:
QUANTITY (Maximum order 20)

SCHOOL NAME	TVS NUMBER
SCHOOL ADDRESS (MUST BE ADDRESS OF RECORD)	DATE LICENSE EXPIRES
CITY STATE ZIP CODE	AREA CODE/TELEPHONE NUMBER ()
OWNER'S NAME	DATE
OWNER'S SIGNATURE	TITLE

Note: Allow 4 - 6 weeks to process your order. Courier Service will deliver all orders. Someone must be present to receive and sign for shipment.

FOR DEPARTMENTAL USE ONLY	
ISSUING EMPLOYEE'S NAME	DATE SENT

